

last minute checklist

Things you may need to take to an interview

- The letter or appointment card asking you to go for the interview.
- The name of the person you have to see and their phone number, in case you get held up.
- Your mobile phone.
- Directions or a map (try www.google.co.uk/maps).
- Bus or train timetable.
- Money for bus fares, food or any emergencies.

- Pen and a notebook.
- Exam certificates and any other qualifications you have (such as a driving licence).
- Record of Achievement or Progress File if you have one.
- Any reference or testimonial from an employer or training provider.
- Any other documents that you have been asked to bring (such as a passport, birth certificate, National Insurance no.)
- Examples of your work, if appropriate.
- Have you got what you need?



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NORFOLK

Before

- Check where you are going and how long it takes to get there.
- Find out about the job and the company. Look at the job advert/details again.
- Look through your application form or CV.
- Look at your Record of Achievement and qualifications to decide what you want to take to the interview. Take things that show your strengths.
- Think about why you want the job and why you are the best person for it.
- Think about what you want to wear. Make sure it is clean.
- Tell someone where you are going and when you'll be back.

at the interview

- You will be nervous. Don't worry, that's normal.
- Make sure your mobile is off.
- Don't chew gum or sweets and don't smoke.
- Smile when you go in. Say 'Good morning/afternoon'. Always be polite.
- Shake hands and wait to be asked to sit down.
- Sit straight but relaxed. Give the interviewer normal eye contact.
- Listen to the questions. Ask if you aren't sure what it means.
- Give full answers, not just 'Yes' or 'No'.
- Don't lose the plot if you make a mistake. Forget it and move on.
- Above all, sound positive. Don't whinge about your school or previous employer. No one likes a moaner.

questions...

... you might be asked

- Why do you want to work here?
- Why should I employ you?
- What do you know about the company?
- Why do you think you would be good at the job?
- Tell me about yourself? What are your strengths and weaknesses?
- Tell me about something you've done that you are proud of.

... you might want to ask

- What training can I expect?
- How big is the team I would be working in?
- How long will it be before I know the result of the interview?